



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

SUPERVISOR VOCATIONAL SERVICES

SALARY RANGE	\$3906 - \$4890
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Central Program Services
FINAL FILING DATE	January 2, 2015

DESCRIPTION OF DUTIES: Under the supervision of the Program Director, designs and implements Vocational Services programs relative to specific needs of Fairview's residents and/or staff. Is knowledgeable of the assures compliance with all pertinent regulations, standards and guidelines of federal, state, department, facility and accrediting agencies regarding the vocational training and employment opportunities provided at the facility. Supervises staff and volunteers as assigned and designs/provides in-service training to maintain and/or improve the quality of the program. Seeks opportunities for staff to attend workshops, seminars and like relative to their professional growth and/or advancement, and encourages their attendance by providing resources when available. Manages the budget and maintains appropriate documentation. May serve as a liaison to community groups or agencies.

WHO MAY APPLY: Candidates with list and transfer eligibility for the classification will be considered. Appointment will be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to pre-employment physical and fingerprint clearances. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: SUPERVISOR VOCATIONAL SERVICES
RELEASE DATE: 12/17/14